

DEPARTMENT OF WORKFORCE
DEVELOPMENT
Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



**State of Wisconsin
Governor Jim Doyle**

DEPARTMENT OF HEALTH AND
FAMILY SERVICES
Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Janice Peters
W-2 Policy Section
Bureau of Wisconsin Works
Division of Workforce Solutions

DWS OPERATIONS MEMO

No: 06-40

DATE: 08/17/ 2006

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	EP	<input type="checkbox"/>	★

PRIORITY: HIGH

SUBJECT: IEVS 45 AND 90 DAY DATA EXCHANGE

CROSS REFERENCE: Operation Memo 04-64
Wisconsin CARES Guide, Chapter 10

EFFECTIVE DATE: IMMEDIATELY

PURPOSE

The purpose of this Operations Memo is to remind W-2 agencies of the federal requirement to follow up on Wisconsin Works (W-2) and Child Care CARES data match discrepancies identified by the Income and Eligibility Verification System (IEVS.), especially wage data matches. This memo also describes monitoring tools with which to manage this responsibility.

BACKGROUND

The Social Security Act and the Temporary Assistance for Needy Families (TANF) regulations require W-2 agencies to verify the reasonableness of wage and other information provided by persons applying for W-2 and Child Care through the Income Eligibility and Verification System (IEVS). All W-2 agencies, including private agencies, consortia and counties are required to follow up on CARES data matched with other databases such as such as quarterly wages, unemployment compensation and information maintained by the Social Security Administration. Actions on all IEVS matches except for SWICA are now either automated or auto updated in

CARES. Workers are notified with alerts as to the pertinent information which must be acted upon in a timely manner.

Federal regulations require action on IEVS data matches within 45 days for 80 percent of all discrepancies and on all discrepancies within 90 days. The Legislative Audit Bureau (LAB), in their Fiscal 2004 audit and evaluation of our programs, found that W-2 agencies were not complying with the mandated 45-day and 90-day time frame for taking action on data matches between CARES and other databases. For that reason, the Division of Workforce Solutions is re-issuing guidelines for acting on IEVS data matches. DWS is also introducing four monitoring reports to assist agencies in identifying and acting upon dispositions within the required timeframes.

IEVS REQUIREMENTS

Federal regulations for W-2 and Child Care require states to verify and take action on the IEVS match reports within a specified timeframe. **Each agency must complete disposition activity on at least 80 percent of all matches within 45 days of the match run date.** The agency must use the new monitoring reports to monitor those matches for which verification activity is delayed beyond 45 days after the match run date to ensure that the disposition process is completed for those reports within 90 days following the match run date.

SWICA matches create a detail record on screen DXDW, and establish disposition data on screen DXRU. Workers are responsible for verifying match data, and updating the disposition information. W-2 agencies must comply with the 45-days and 90-days time frame for acting on SWICA matches by completing disposition screens in CARES.

See the CARES Guide Data Exchange Chapter 10 for information about, and instructions for handling IEVS and other data exchange processes. In particular review the sections on the SWICA match and the disposition process. For all other matches, alerts are generated directly to the worker which they must act on timely.

DATA EXCHANGE MONITORING REPORTS

DWD has created new Web Intelligence (WebI) monitoring reports on to be used to help W-2 agencies monitor and track the completion of their data matches including the SWICA wage matches for W-2 and Child Care. These reports can be found by opening "Corporate Documents" in WebI and opening the folder designated as "DX-Monitoring Reports. The monitoring reports are divided into the following:

DATA EXCHANGE DISPOSITION ACTION SUMMARY – DX MONITORING REPORT #1

This report provides a summary by agency of the number of matches with dispositions due greater than 45 days but less than 90 days and matches with dispositions due that are greater than 90 day. This is the number of total dispositions that are overdue.

Data Exchange Dispositions Action Due Detailed Report – DX Monitoring Report #2

This is a detailed explanation by Case Number and PIN of the information summarized in DX Monitoring Report #1 above. To use this report, first, select the agency you want to review, then select the office number for the agency (this is included in the report) and then select "run query".

Completed Data Exchange Dispositions Action Overdue Summary Report – DX Monitoring Report #3

This report provides a summary of the number of overdue dispositions that were completed by the agency during the month. These dispositions are sorted by those that were overdue by more than 45 days but less than 90 days and those that were overdue by more than 90 days.

Completed Data Exchange Dispositions Action Overdue Detail Report- DX Monitoring Report #4

This report is a more detailed explanation by Case Number and PIN of DX Monitoring Report #3. It provides information on the number of days beyond 45 the agency used to enter a completed disposition.

AGENCY ACTION

To comply with the data match requirements each W-2 agency must do the following for all W-2 and Child Care cases:

- Effective September 1, 2006, each W-2 agency is required to review the monitoring tools on a monthly basis to identify W-2 and Child Care cases with data discrepancies that have not been acted upon within the allotted time frame of 45-days and 90-days.
- Review and verify wage matches which are run quarterly.
- Update the case record with new information, if appropriate, and take all necessary resulting case action.
- Identify, verify and correct discrepancies in IEVS including wage matches.
- Update the dispositions in CARES, and compile disposition results for reporting purposes. The mandatory IEVS process is not complete until the disposition is completed in CARES.
- Within 15 calendar days following the quarter for which the quarterly wage matches are run, W-2 agencies must submit a summary of their findings on overdue dispositions, such as number of cases reviewed, verified and corrected, corrective measures taken or processes implemented by the agency to handle data discrepancies, to the DWD regional office responsible for their geographic area.
- W-2 Agencies are to complete form [DWSP-15315-E](#) quarterly and send it by email to Regional Office staff. Regional Office staff will review reports and the information on the form to ensure that agencies are completing their IEVS and SWICA wage matches timely.

CONTACTS

For Policy Related Questions:

BW-2 Regional Office

For CARES Processing Questions:

BHCE CARES Information & Problem Resolution
Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.